**TEXAS STATE UNIVERSITY**

**Superintendent Certification Program--Plan of Study Worksheet**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Texas State ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Admitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor: Barry Aidman ([bja14@txstate.edu)](mailto:bja14@txstate.edu))

TEA ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Hours | Term | Grade | Course Sub. | Institution (If not TxState) |
| **NOTE:** *Students**must hold a Master’s degree from an accredited College or University* ***and*** *a valid state Principal Certification or equivalent before enrolling in the Superintendent Certification Program.* |  |  |  |  |  |
| **Core Sequence (15 hours)** |  |  |  |  |  |
| ED 7345 Human Resources and Instructional Management | 3 |  |  |  |  |
| ED 7347 The Superintendency | 3 |  |  |  |  |
| ED 7349 School Finance and Business Management | 3 |  |  |  |  |
| EDCL 6389 Superintendency Practicum I  (Fall Semester) | 3 |  |  |  |  |
| EDCL 6390 Superintendency Practicum II  (Spring Semester) *Continuation of EDCL 6389* | 3 |  |  |  |  |
| **NOTE:** *The two-semester practicum may be taken concurrently with or following other courses in the sequence.* |  |  |  |  |  |

**For Advisor Use Only:**

Student recommended to take Superintendent Certification Exam: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Advisor

Student recommended for Superintendent Certification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Advisor

**TEXAS STATE UNIVERSITY**

**Superintendent Certification Program**

**GUIDELINES for Completing the Plan of Study Worksheet**

1. Use the worksheet to plan your course of study. Students seeking Superintendent Certification must already have a Master’s degree in an educational field **and** hold a valid Texas Principal Certification or equivalent.
2. The total number of credit hours required for Superintendent Certification is 15 (5 courses, including a full year Practicum).
3. Students typically begin study for the Superintendent’s Certificate during the summer. Applications for admission must be submitted to the Graduate School before May 15.
4. In addition to successfully completing the coursework and practicum, students must be recommended by the University and must pass the Texas Superintendent Certification Examination in order to receive the Standard Superintendent’s Certificate.
5. All courses for the Superintendent’s Certificate are delivered in a blended format, including face-to-face and online meetings, activities and assignments. In the Fall and Spring semesters, classes typically meet on four Saturdays per semester. The summer course typically includes two weekends of all-day face-to-face classes on Fridays and Saturdays, with online meetings, activities and assignments in between.
6. Students in the Ph.D. Program in School Improvement who desire to obtain their Superintendent Certification can use their electives to fulfill some of the requirements for Superintendent Certification. The Ph.D. Program Director and Superintendent Certification Program Advisor work together closely so that students are able to successfully complete their Ph.D. and Superintendent Certification.
7. Students pursuing their Superintendent Certification only are typically able to complete the program in one calendar year (June-May). Because of the demands of the Ph.D. program, doctoral students typically spread out their Superintendent Certification coursework over two or more years.

The Education and Community Leadership faculty is delighted to be working with you and is committed to supporting you throughout your program. For additional information, please contact Barry Aidman (bja14@txstate.edu), Assistant Professor, Education and Community Leadership and Advisor, Superintendent Certification Program or call the program office at 512-245-9909.